

## **Secondary Programs**

### **Title: Secondary Certification**

The State Division of Professional-Technical Education is responsible for recommending qualifications of secondary teachers, counselors and administrators in the Professional-Technical Education system.

Professional-technical educators in Idaho are required to have a state certificate in order to teach or administer Professional-Technical Education courses and programs. This responsibility is found in Idaho Statute 33-2203 for Vocational Education, requiring the State Board of Education to "... prescribe qualifications for teachers, directors and supervisors for such subjects, and to have full authority to provide for the certification of such teachers, directors and supervisors, subject to the laws and rules governing the state board of education; ...". The State Board of Education further states that teachers of professional-technical classes or programs in secondary and postsecondary schools must hold an endorsement in an appropriate occupational discipline (IDAPA Rule 08, Title 02, Chapter 02, Section 070.03).

Professional-technical educators must demonstrate their skills and knowledge in Professional-Technical Education through the certification process. This process relies on documented experiences in education and industry skills. Periodic recertification is used to ensure educators are current with industry and state education standards.

#### **Types of Professional -Technical Education (PTE) Certificates**

There are two levels of Professional-Technical Education certificates: instructor and administrator.

Instructor certificates: There are five types of PTE instructor certificates with endorsements:

- (1) Standard Secondary endorsed Agriculture, Business, Family & Consumer Sciences, Marketing and Technology Education – 5 year, renewable
- (2) Limited Occupational Specialist – 3 year, non-renewable
- (3) Standard Occupational Specialist – 5 year, renewable
- (4) Advanced Occupational Specialist – 5 year, renewable
- (5) Career Guidance Endorsement – 5 year, renewable

Administrator certificates: There are two types of PTE administrator certificates with endorsements:

- (1) Interim Administrator Certificate – 1 year, renewable twice
- (2) Administrator Certificate – 5 year, renewable

#### **Processes for Obtaining a Secondary Certificate**

Applicants for a secondary certification will use the Application Form C2 or B1 in the Idaho Certification Manual. Secondary certification Application Forms can be downloaded at [www.sde.state.id.us/certification](http://www.sde.state.id.us/certification).

To obtain an initial certificate a person must:

- (1) Read the regulations and requirements carefully in the Idaho Certification Manual to make certain you meet minimum qualifications.
- (2) Submit an application. All information requested on the application form must be supplied.
- (3) Provide official transcripts of all college preparation. Transcripts submitted become a part of the permanent certification record maintained by the State Department of Education.
- (4) Send the \$75.00 application fee with each initial and renewal application request. Any limited application fee is \$100.00. The check or money order is payable to the Idaho Department of Education. All certificates are issued on the same day, September 1 of the current year regardless of when the application is submitted.
- (5) Paper credentials are usually issued within 10 days after the completed application, fee, and official transcripts are received. Certificates for Professional-Technical secondary personnel are recommended by the Professional-Technical Certification Officer and issued by the Department of Education, Certification Office.

#### **Processes for Renewal of Certificate**

All Idaho secondary professional-technical certificates, except the Limited Occupational Specialist Certificate are renewable. Application for renewal must be submitted on the appropriate Application Form. Applications for renewal should be made between January 1, and August 31, of the year in which the credential expires.

Six semester hours or three semester hours and 45 clock hours of professional development activities approved by a supervisor are required for recertification. Professional development, such as industry experience, workshops, seminars, and/or conferences, must be approved by your supervisor using the Postsecondary Professional Development Activities for Occupational Specialist Certification form. Fifteen clock hours of professional development in-service/activity units equal one semester hour of university credit. Professional development university credits or in-service units may not be carried over from one certification period to another.

An official certification file is maintained for each certified person at the Idaho Department of Education.

Renewal applicants should complete the following steps:

- (1) Complete the appropriate Application Form B1 or C2.
- (2) Attach an application fee of \$75.00, check or money order, payable to the Idaho Department of Education.
- (3) Submit university transcripts and/or approved professional development activities forms which are used to officially document state recertification requirements.

- (4) Develop a professional development plan and file it with the state or school district.

**Expired Certificates**

When a valid credential has been allowed to expire, a person must apply for reinstatement and meet the current certification requirements.

**Credentialing and Program Funding**

All Idaho full-time instructors and administrators in professional-technical classes/programs must hold an appropriate Idaho Certificate.

**Revision of Certificate Level or Endorsement**

When an individual has completed and documented the requirements and can move to a higher certification level or desires to add endorsements, they should submit an Application and request a credential reprinting to reflect the change. A fee of \$25.00 is charged to add endorsements.

For more information you may contact the Idaho Department of Education ([www.sde.state.id.us/certification](http://www.sde.state.id.us/certification)) or Dave Dean, Certification/Professional Development, at 334-3216, [ddean@pte.idaho.gov](mailto:ddean@pte.idaho.gov) or the Division Web Site at [www.pte.idaho.gov/certif](http://www.pte.idaho.gov/certif).

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